Additional KEMTP Information for Teachers

1. **Passwords.** The password is used to create your online roll book and adds your name to the list of teachers in your county. It also allows you to access the book where copies of the test and student results are stored.

   You can change your password at any time. Select the **Retrieve Test Results** link on the [KEMTP main page](#), choose your county and click the **Log On** button. A screen where you can change your password will appear.

   If your password is lost, please e-mail Steve Newman (newman@nku.edu), Dan Curtin (curtin@nku.edu) or Mary Golden (goldenma@nku.edu). Alternatively, you may phone Steve Newman or Mary Golden at (859) 572-5332.

2. **Examination Codes.** Select a different code of up to seven characters for each class or student. Codes beginning with the letter 'x' randomly generate a different test for each student. Codes beginning with another character will generate the same test for each student in the class. DO NOT USE a code starting with 0 (zero).

   Suppose you want to test your Monday night math class, giving each student a different test. You might choose xCRB1 as the class code. Suppose you would like to test your Wednesday night class but would like to give each student the same test. You might choose something like CRB2 as your class code. It is important to have a different code for each class to group the information together in your roll book.

3. **Test Administration.** Provide your students with an examination code. The test usually takes about 45-50 minutes to complete. Calculators, with the exception of those with symbolic computational capabilities, are allowed.

4. **First Submission Policy.** Please remind your students to answer as many questions as possible before they submit their answers. The first score is considered the official score and enables us to provide you with statistical information about your class. Every submission a student makes will appear as a new entry in your online roll book. Limiting the number of submissions will keep your roll book from becoming too lengthy.

5. **Accessing your Roll Book.** Go to http://www.mathclass.org/ . Click on **KEMTP** to access the main page, and then click on **Retrieve Test Results**. Pull down the **--Select your school--** menu to select your county, and then click on the **Log On** button. Under **Display Student Scores**, pull down the menu **--Select a Teacher--** to select your name, enter your password, and then click on the **Display Scores** button. Select your examination code to review those student scores. Click on **Details** opposite student names to see the evaluation of that student's test results. Click on **Test** to see the test that student took.

6. **Class Summary.** At the end of the fiscal year, a teacher at your center should e-mail Dan Curtin (curtin@nku.edu) or Steve Newman (newman@nku.edu) to send you a class summary for every class your center tested.